

# Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

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## MINUTES

**Monday 17 August 2020 – 9.30am**

Venue: Room 6	Present: Brian, Peter, Rob, Doreen, Anne, Lucy, (Nova Minutes)
Meeting Opened: 9.32am	Apologies: Andrew, Mary, (Keven via Zoom 9.40am)
	Absent:

### **Chairperson's Address:**

Welcome to all, thank you for attending. Please obey COVID 19 instructions.

### **Acknowledgement of Country**

We acknowledge the traditional Custodians of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

### **CONFIRMATION OF AGENDA:**

Proposed: Anne

Seconded: Doreen

### **MINUTES OF PREVIOUS MEETING: 20 July 2020**

#### **Motion to accept Minutes as a true Record:**

Proposed: Peter

Seconded: Rob

### **BUSINESS ARISING FROM PREVIOUS MINUTES (outstanding actions):**

<b>ACTION</b>	<b>PERSON</b>	<b>DATE CREATED / NOTES</b>
PDs	All	16/4/20 Please make a time to meet with Lucy regarding Performance Measures – 1 outstanding <b>ONGOING</b>
Carpeting room 3	Lucy - low priority during COVID	Proposal to partially carpet Room 3 at a cost of \$2450 + GST.

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		MC formally requested Lucy to proceed with seeking land owners' consent.	<b>ONGOING</b>
PALS move to Centre	Lucy	Group has commenced here. Delegated to R&A SC for risk assessment.	<b>COMPLETE</b>
Payment error	Doreen	Refund received.	<b>COMPLETE</b>
Surrender agreement	All to ratify Lucy to email	20/7/20 submitted	<b>COMPLETE</b>
Membership OP	All	20/7/20 Version 5 to finalised today under Governance	<b>COMPLETE</b>
Strat Planning	Lucy	20/7/20 Strategic Planning agenda circulated	<b>COMPLETE</b>

## **Motion to accept Business arising as stated:**

**Proposed: Peter                      Seconded: Rob**

(Keven joined via Zoom 9.40am)

## **REPORTS:**

1. Treasurer – report to be tabled Doreen Oughton  
In a good position, will be most likely see the financial impact in September.
2. CDO – verbal report Lucy Richardson
  - Mary Dutch is not planning to continue with the management Committee, she will not be standing at the AGM. Mary has been a very good contributor here through difficult times. A big thank you to Mary.
  - At the AGM we will have 6 vacancies: 4 will be the 1 year positions which were picked by drawing straws last year to stagger the 2 year membership going forward. This is good for our contingency planning. (Brian, Peter, Andrew and Keven.)
  - A short film is being made for the AGM, which can also be used for other events. It will replace guest speaker and can also be used if we have to run the AGM remotely. Our audience is Elected Members and the mayor, it will be great to show them the things that happen here. We have had to rethink and reduce the scope of the film due to staff capacity and limits of our technology. Council has advised that any extra hours for Nova on this project needs to be paid by the Centre as it is Centre business, the budget for logo spend could be used for the film, as it is for promotion and the funds are discretionary. If you would like to be in the film, please book a time slot at reception.
  - Lucy is focusing on planning for 2021 and look forward to a new year. There will be lots of support to Literacy.
  - Operations SC minutes – please note that the Cloud backup of our whole network is expenditure for the next 12 months, (cost per annum.) Spending to be added to Review Schedule for yearly review.

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|---|-----------------|
| 3. CDSO – report with agenda              | Nova Smith      |
| 4. Volunteer Team Meeting - no report due | Lucy Richardson |
| 5. CC Network Report – no report due      | Lucy Richardson |
| 6. Literacy (Quarterly) – no report due   | Shekina Shar    |
| 7. Pals (Quarterly) – no report due       | Pauline Smith   |
| 8. Venue Hire (Quarterly) – no report due | Tracy Hogan     |
| 9. Volunteer Co-ordinator – no report due | Roxanne Hudson  |
| 10. Playgroup (Quarterly) – no report due | Joanne Keatley  |

## Sub-Committees Reports

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|---|-----------------|
| 1. Events & Fundraising (28/7) – report with agenda | Lucy Richardson |
| 2. Media (4/8) – report with agenda                 | Lucy Richardson |
| 3. Operations (3/8) – report with agenda            | Lucy Richardson |
| 4. Risk and Audit (16/7) – report with agenda       | Peter McDonald  |
| 5. HR report – no report due                        | Robert Close    |

## **NEW BUSINESS:**

Membership application – Doreen Oughton for approval

***With a great deal of please I ask the committee to show by raising their hands their approval for Doreen’s membership application. Carried unanimously***

Welcome Doreen.

## **STANDING ITEMS:**

**Risk Register** - no changes. Brian Adams

**Governance** - Brian Adams  
Ratify OP GOV.10(19) Membership Operating Procedure

- The word ‘biannually’ to be replaced with ‘every 2 years’. This also needs to be changed in the constitution.
- Members must renew every 2 years from date of joining or as stipulated by the management committee. This stands from today.

**Motion tabled to ratify version 5 OP GOV.10(19) Membership Operating Procedure**  
***Carried unanimously***

## **OUTGOING CORRESPONDENCE:**

1. Email re access to domain name. 2 emails received. David Hales owns our domain name and is happy to release it. **Copy to be circulated with the minutes**

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## **INCOMING CORRESPONDENCE:**

1.

**MEETING CLOSED: 10.07am**

NEXT MEETING: Monday 19 October 2020, 10.30 at the Centre
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Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date